

Memorandum

To: ALL CONSTRUCTION SENIORS AND ABOVE
ALL RESIDENT ENGINEERS

Date: January 22, 2001
File: CPD 00-12.1

From: **DEPARTMENT OF TRANSPORTATION
CONSTRUCTION PROGRAM**

Subject: Addendum, New National Pollutant Discharge Elimination System Permits for Caltrans and Contract Change Order Guidelines for Construction

This addendum updates the September 29, 2000 Construction Program Directive (CPD) 00-12 pertaining to the issuance of contract change orders to comply with the National Pollutant Discharge Elimination System (NPDES) permits and the Caltrans' statewide Storm Water Management Plan (SWMP) dated August 31, 2000. This addendum includes the following additional information: 1) a blanket approval of all contract change orders was granted by the Federal Highway Administration (FHWA); 2) references in the checklist for the relevant NPDES permit requirements and the Storm Water Handbook sections; 3) corrections to the checklist items; and 4) availability of an electronic Microsoft Word version of the CPD attachment on the Construction Program's Intranet site. All changes in the checklist are identified with bolded text or strikeout. If contract change orders were initiated or completed pursuant to CPD 00-12, your district construction storm water coordinator should be consulted to determine if revisions or supplemental contract change orders are necessary.

The attached contract change order guidelines are to be used in compliance with the recently adopted NPDES permits and Caltrans' SWMP. These guidelines apply only to projects that require the development of storm water pollution prevention plans (SWPPPs). Projects requiring water pollution control plans (WPCPs) are not regulated by NPDES permits and do not require contract change orders. Projects that are substantially complete without disturbed soil areas also do not require contract change orders. If you are unsure if your project requires a contract change order, please contact your district construction storm water coordinator.

Resident engineers are encouraged to utilize the assistance of the district construction storm water coordinator and Holmes & Narver, Inc. with their review of the existing SWPPP and ensuring that the necessary revisions are included in the contract change orders.

The contract change orders for this CPD do not require FHWA approval. FHWA granted a prior blanket approval for all contract change orders issued pursuant to this CPD on October 10, 2000. A copy of this approval is attached. In addition, the Construction Program's review and approval will follow established requirements and procedures as identified in the Construction Manual.

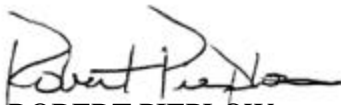
An electronic Microsoft Word version copy of the change order guidelines including the checklist and templates are available on the Construction Program Intranet site at: <http://roadware.dot.ca.gov> or from your district storm water coordinator.

To assist in their review of the revised SWPPP, each district construction storm water coordinator and Holmes & Narver has been provided with an updated SWPPP/WPCP preparation guide. This guide incorporates the new permit and storm water pollution prevention plan requirements. The district construction storm water coordinator can also utilize Holmes & Narver, Inc. to assist with the review.

These guidelines do not supersede local requirements, consent decrees, or other court orders. Each district construction contract may require additional items beyond the requirements of the permits.

Attached, you will find general background and information, templates for the two contract change orders, a contract change order checklist, and a sample contract change order list of additional items.

If you have any questions or concerns, please e-mail or call Jerry Marcotte at (916) 653-3134.

A handwritten signature in dark ink, appearing to read "Robert Pieplow", is positioned above the printed name.

ROBERT PIEPLOW

Program Manager

Construction

Attachments